

Job Title	Grant Monitor (GRANT02215)
Employer/ Agency	DePelchin Children's Center
Job Description	<p>DePelchin is seeking a Quality Improvement Specialist to work with the Quality Improvement and Grants Management teams to ensure all grants and contracts meet their compliance and quality improvement goals.</p> <p>DePelchin is seeking an experienced Grant Monitor to join the Grants Management and Operational Effectiveness team. The Grant Monitor is responsible for ensuring that grant-funded programs are in compliance with proposal/contract objectives; grant/contract implementations are completed responsibly and ethically, following the policies and regulations of grantors and the Agency; reporting data-related tasks (data collection, quality control, and data entry), and providing assistance with program development and computer usage. The ideal candidate will provide effective communication regarding grant status, demonstrate attention to detail, possess the ability to learn and use research tools, statistical analysis and research software, write handbooks, manuals and renewal proposals for grants, prioritize and meet deadlines, and maintain confidentiality.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree OR be actively enrolled in college at senior level. • Minimum six (6) months experience working in a social service capacity/setting highly desirable. • Advanced computer skills in MS Word, Excel and Outlook
Salary/Hours	Full-time (40 hour work week), Exempt
Employer/Agency	DePelchin Children's Center
Address	4950 Memorial Drive
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell
Contact Title	HR Recruiter
Telephone Number	713-802-7643
Fax Number	713-802-7676

Email Address	careers@depelchin.org
Application Method	Apply online to https://www.depelchin.org/browse-jobs/
Opening Date	Immediate

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